

NN/LM Final Project Report Questions

Project Overview

The NN/LM will make these summaries available to the public via the NN/LM web site. The project overview should provide a concise summary of your project that can be shared publicly. Your summary should provide a brief description that presents the most important information about your project to those who do not have access to your full report.

Guiding questions:

1. What were your primary goals for this project?
2. What was the target population and why did you choose it?
3. What organizations and partners were also involved in implementing the program?
4. What were the project's major accomplishments? How did it make a difference?
5. If you have an article that is or will be published about this project, please include URLs or reference information.

Approaches and Interventions Used

Describe the specific steps or activities used in the following areas: identifying and scheduling sessions; promotion/marketing; training; personnel/staffing; equipment/telecommunications; web site development.

Guiding questions:

1. List your goals and objectives for this project.
2. What were the steps and activities you used to accomplish your goals and objectives?
3. How did each team member contribute to the project?
4. Please list URLs to project resource material that is publicly available (e.g., abstracts, posters, promotional material, slide presentations.) URLs for all web-based training materials should also be submitted to the MLA Educational Clearinghouse (<http://cech.mlanet.org/>)

Problems or Barriers Encountered

The NN/LM will make this section available to the public via the NN/LM web site. List any major problems or barriers you encountered when pursuing your objectives, including (but not limited to) the areas of promotion/marketing; scheduling; training; equipment/telecommunications; personnel/staffing; unanticipated budgetary issues; web site and resource development; exhibiting; translations; and partnerships.

Evaluation

How was the project evaluated? What results were achieved based on the objectives of the project?

Guiding questions:

1. What methods did you use to assess whether or not you met your goals and objectives?
2. Were your original project goals and objectives met?
3. What goals and objectives were not accomplished and why?

Continuation Plans

What parts of this project will continue and how?

Guiding questions:

1. What activities will be continued and which partners will participate in the continuation?
2. If there are plans to expand or replicate this project, explain how this will be done. Who will provide the funding and staffing to continue project activities?

Lessons Learned

The NN/LM will make this section available to the public via the NN/LM web site. If answers to these questions are contained elsewhere in your report, repeat them here.

Guiding questions:

1. What unexpected results (positive or negative) did you have with the program?
2. What recommendations would you have for someone who wanted to apply your program in their region?
 - What significant lessons were learned which would be of interest or use to others conducting outreach projects?
 - Which strategies were the most effective in implementing the project?
 - Which of your strategies would you not use again and why?
 - If you offer this program in the future, what will you do differently?

Impact

The NN/LM will make this section available to the public via the NN/LM web site. Why do you think this project was important?

Guiding questions:

1. What was the impact of your project? For example, did the project:
 - Help a low-resource organization serve a high risk population?
 - Contribute toward the ability of your organization's or your partner organization's ability to meet its mission, values and priorities?
 - Benefit any of the partner organizations, e.g. raising visibility; increasing utilization)?
2. Please tell a "success story" that gives an example of your project's impact.
3. How do you plan to share your project and lessons learned with colleagues, such as through a conference presentation or publication?